



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72066322R10010

ISSUANCE DATE: 06/15, 2022

CLOSING DATE/TIME: 06/29, 2022

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC to serve as **USAID Project Management Specialist (Health System Strengthening)** in the Health Office.

Dear Prospective Candidates:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Candidates should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attachment.

Sincerely,

Linda Gregory
Supervisory Executive Officer

U.S. Agency for International Development US Embassy Entoto Road P. O. Box 1014 Addis Ababa, Ethiopia	Tel. : 251-11-306002 Fax : 251-11-242438 Website: www.usaidethiopia.org	USA Address: 2030 Addis Ababa Place Washington, DC 20521-2030
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I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72066322R10010
- 2. ISSUANCE DATE:** 06/15, 2022
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** 06/29, 2022, no later than 5:00 p.m (EAT) (close of business).
- 4. POINT OF CONTACTS:** Linda Gregory, Supervisory EXO and Fekadu Tamirate, HR Specialist, e-mail at ***addisusaidjobs@usaid.gov***.
- 5. POSITION TITLE:** **USAID Project Management Specialist (Health System Strengthening)**
- 6. MARKET VALUE:** **\$27,642 – \$49,770 yearly** i.e., equivalent to **FSN – 12**. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Ethiopia. Final compensation will be negotiated within the listed market value. Salary will be paid in local currency at the exchange rate in effect when the payroll is processed.
- 7. PERIOD OF PERFORMANCE:** Five (5) years. The services provided under this contract are expected to be of a continuing nature through a series of sequential contracts, subject to continued need, satisfactory performance, and the availability of funds.

The expected period of performance will be from 10/30/2022 – 10/29/2027.
- 8. PLACE OF PERFORMANCE:** ***US Embassy, Entoto Road, Addis Ababa,*** with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Cooperating Country Nationals (CCNs). “Cooperating country national” means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
- 10. SECURITY LEVEL REQUIRED:** Facilities access.

11. STATEMENT OF DUTIES*1. General Statement of Purpose of the Contract*

The USAID/Ethiopia Health Office consists of five teams: Family Health, Infectious Disease, Health Systems & Resilience, Malaria, and Operations. The Senior Project Management Specialist (Health Systems and Resilience Team Lead) is a senior member of the USAID Health Office, contributing to overall Office strategy and vision. The HS&R Team Lead directs and manages a significant portfolio across the Health Office and the USAID Mission including collaboration with the Economic Growth Office on private sector, the Alternative, Livelihoods and Transitions Office on resilience and potentially

with the Democracy and Governance Office on governance, leadership and accountability in the future. The HS&R Team Lead works in close collaboration with other team and project leads in the Health Office to advance key United States Government (USG) priorities including the President's Malaria Initiative (PMI), President's Emergency Program for HIV/AIDS Relief (PEPFAR), Acceleration of Tuberculosis Elimination (TB), and Ending Preventable Maternal and Child Deaths which includes increasing access to family planning services. The HS&R Team Lead provides technical leadership to the entire USAID/Ethiopia team and to the USG Mission to Ethiopia in the areas of HS&S, public health emergency response and management, health legislation and policy, planning, healthcare financing, strategic information, human resources, private health sector, and supply chain logistics and commodities. The Team Lead is recognized by the USG and the GOE as an expert in health systems strengthening (HSS), and serves as a key advisor to Mission Management, the USG Mission to Ethiopia, the Government of Ethiopia (GOE) and Implementing Partners (IPs). The HS&R Team Lead will also lead the management and implementation of the Mission's "Health Systems Strengthening Project" valued at approximately \$600 million over the next five years.

The HS&R Team Lead facilitates communication and ensures collaborative working relationships with high level decision makers, as well as technical staff in the Ministry of Health, Regional Health Bureaus, USAID/Washington, other donors, private sector partners, and non-governmental organizations working in the area of health systems strengthening. The Team Lead represents USAID and the USG on various high-level governing bodies key to HSS, serves on GOE technical working groups and donor working groups in advancing the policy objectives of the USG while simultaneously supporting coordination and harmonization of health activities in Ethiopia.

The HS&R Team Lead leads and directs a team of 10 members, including direct supervision of two senior level staff. S/he will report to the Health Office Director or Deputy Office Director as delegated.

The incumbent is responsible for a broad range of strategic decision-making, planning, monitoring, coordination, capacity building, implementation, oversight and reporting of activities and personnel within the HS&R Team and the HSS Project. S/he is a senior technical representative to the Government of Ethiopia in technical working groups, donor fora, and other coordination platforms, representing USAID at up to Ministerial, Head of Agency, and Ambassadorial levels in order to advance USG policy and objectives and harmonize these with the GOE and other key partners.

2. Statement of Duties to be Performed

The HS&R Team Leader is the head of the USAID/Ethiopia's HS&S team, and senior technical and managerial representative of the Mission's health systems strengthening work. This is a supervisory role, which may have some alternate Agreement Officer Representative (AOR)/Contracting Officer Representative (COR) responsibilities as required, but who will primarily supervise AOR/CORs, represent this portfolio to the Mission, Government of Ethiopia, and other donors/partners. S/he will lead the Health

System Strengthening Project under the Mission's 2019-2014 Country Development Cooperation Strategy, making all key decisions in this role as per the Mission's Roles and Responsibilities orders, and adhering to new roles and responsibilities as this may change within the Mission. Major duties and responsibilities of the HS&R Team Leader include the following:

Strategy, Budget, and Technical Leadership (35%)

- Leads the Health System Strengthening Project as per Mission guidelines related to this role. This includes coordinating all AOR/COR/AMs with activities in this project, in order to achieve project level results; reporting to the DO4 Lead to help ensure DO level results; identifying problems and providing solutions for resolution.
- Coordinates with the other project team leads within DO1 (Highlands Resilience), DO2 (Lowlands Resilience) and DO4 (Essential Services including health, education and WASH) particularly and other project leads as needed within the Mission, representing the HSS portfolio.
- Coordinates with other Health Office team leads and other project leads to develop an annual HSS budget.
- Proposes annual budgets for activities within the HSS project, aligns them with other project team leads as needed, and represents these proposals to the Health Office Director and DO4 team.
- Is the lead technical advisor to the Mission and Embassy on all matters related to health system strengthening; pulling in other technical advisors from the team or elsewhere as necessary to ensure that all technical decisions are fully informed by the most current evidence-based approaches.
- Identifies gaps in technical expertise or knowledge and identifies approaches to fill them.
- Leads or support audits of activities/projects within the HSS project.

Supervision, Project and Activity Management (45%)

- The Team Lead oversees the planning, monitoring, implementation and management of the HS&R portfolio which includes conducting and supporting the HS&R team to conduct regular site visits to review program implementation and meet with beneficiaries. Based on information collected during visits, s/he adjusts or recommends adjustments to programs/projects/activities as appropriate in partnership with HS&R staff, senior management of the Health Office and the Office of Acquisition and Assistance. S/he reviews (supports review of) performance reports to ensure IPs are in compliance with bilateral government agreements and with performance expectations outlined in their work plans. S/he also ensures monitoring and evaluation systems are in place to capture IP results and contributions to overall portfolio targets. The individual in this position leads the preparation and review of the USAID Operational Plan and USG Performance Reporting for HSS related activities.
- Reports to the Health Office Director or designee on all matters related to budget and staffing, identifying problems and providing suggested solutions.
- Directly supervises the Deputy Team Leader and the Resilience and PHEM Advisor (2), ensuring timely quarterly feedback to these staff, timely annual reviews and performance improvement plans (if required) are submitted to EXO, and annual staff work plans are appropriate and submitted on time. This includes ongoing coaching and mentoring of

staff, setting professional development goals, identifying relevant training opportunities to advance those goals and strengthen the overall performance of the USAID/Ethiopia Health Office.

- Manages (indirectly supervises) another 8 staff (for a total of 10) professional staff including United States Personnel Service Contractor(s) (PSC), Third Country National PSC(s)) and Cooperating Country National PSCs, all of whom have AOR/COR or activity managers; ensures that all supervisors complete their supervisory duties in a timely and quality manner.
- S/he serves as an alternate COR/AOR and also provides leadership and overall guidance to COR/AOR or Activity Managers for the portfolio and assists staff in managing systems strengthening.
- Ensures that all work plans within the HSS project are in line with the Project and best technical and strategic approaches for Ethiopia.
- Ensures excellent financial reporting of all activities within the HSS Project – including adequate pipelines, appropriate timing of incremental funding, and responsible budgeting within Agency and Mission requirements; reports any discrepancies in accordance with Agency and Mission policy
- Leads the QFR and portfolio reviews for the HSS project's activities; works with AOR/COR in the mission for other Agency and Mission reporting requirements (OP, PPR, DIS submissions, etc.)

Representation (10%)

- Represents the HSS project to the Mission and Embassy as required.
- Represents the Health Office or DO4 at activity events (launches, closings, deliverables, etc.) within the HS&S team's portfolio.
- Represents HSS project activities to the Government of Ethiopia and other partners/donors as required, including at Ministerial and Donor lead levels as needed.
- Represents USAID on government/partner technical working groups, and other coordination structures as required related to HSS work.
- Coordinates with other team leads representing PEPFAR, PMI, MCH, FP and other health initiatives to coordinate representation of HSS work within these portfolios.
- Participates in Government led integrates supervision or joint assessments as needed/appropriate.

Cross Office and Cross-Mission roles (10%)

- Serves on the Health Office Management Team supporting administrative and managerial decisions across the Health Office.
- Serves on the Mission Management Team as needed supporting Mission-wide decision making and reporting back to the Health Office.
- Serves on other projects or DO teams as required as a technical or office representative.
- Serves on 1-2 other cross-office roles (e.g., regional health bureau representative, J2SR representative, private sector representative, etc.)
- Serves as acting Deputy Office Director or Acting Office Director if/as needed when there are gaps, assuming all delegated duties as assigned.

- Participates in partner meetings, Organizational development events, and other Mission-led.

The contractor is eligible for travel to the U.S., or to other locations abroad, for training, for temporary duty, or to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. *Supervisory Relationship*

The HS&R Team Lead works under the supervision of the Office Director or his/her designee, who provides overall objectives, suggests approaches to consider, and reviews completed reports and assignments. Most assignments occur in the normal course of the work, but the HS&R Team Lead is required to determine those that must be coordinated with superiors. The supervisor provides a review of the assignment, the goals and objectives to be achieved, and the expected results. The HS&R Team Lead will seek advice and assistance as required.

4. *Supervisory Controls*

The HS&R Team Lead will directly supervise two individuals (Deputy HS&R Team Lead and Public Health and Emergency Advisor) and will have direct responsibility and oversight for eight additional staff (leading a team of 10). The HS&R Team Lead will liaise closely with several cooperating agency and contract staff to oversee their work on results reporting to reconcile HS&S performance against targets.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- Education:** Masters degree in public health, health economics; health informatics; hospital administration or similar related field.
- Prior Experience:** A minimum of 7 years progressively responsible professional-level experience in health sector program management or related private sector experience.
- Language:** English and Amharic at Level IV.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with candidates in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of candidates with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of candidates in the competitive range to the greatest number that will permit an efficient competition

among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Rating factors are used to determine the **competitive ranking** of qualified candidates in comparison to other candidates. Candidates must demonstrate the rating factors outlined below within their resume, as they are evaluated strictly by the information provided. The rating factors are as follows:

EVALUATION FACTORS

EDUCATION (10 points): Points will be given for (1) education above the minimum level and/or (2) specialized education pertinent to the position. and/or (3) specialized training pertinent to the position.

WORK EXPERIENCE (40 points): Points will be given for (1) experience above the minimum levels required, (2) specialized experience pertinent to the position, (3) experience in pertinent development assistance activities, (4) experience in development organizations that are large and/or international.

KNOWLEDGE (30 points): Demonstrated knowledge of global development principles, concepts, and practices, especially as they relate to health systems strengthening; and with particular reference to Ethiopia and the region. Demonstrated knowledge of health development areas including health system strengthening, private sector engagement, health care reform, health information systems, human resources development, and governance and accountability. Demonstrated knowledge of emergency health response and resilience. Demonstrated knowledge of, or the potential to acquire knowledge of, legislation, policy, and practice relating to development assistance, programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities. Demonstrated knowledge and understanding, or the potential to acquire such knowledge, of the organization and respective roles of the different branches in the Government of Ethiopia.

SKILLS AND ABILITIES (20 points): Demonstrated ability to plan, organize, manage, and evaluate HSS, resilience and private sector activities is essential. Demonstrated ability to lead a multi-sectoral and multi-cultural team. Demonstrated verbal communication skills, tact, and diplomacy when explaining and interpreting attitudes, priorities, and concerns to USAID/USG officials, and in negotiating project plans and resolving project implementation issues with appropriate host-country organizations, technical advisors, implementing partners, counterparts, and peers. Demonstrated technical writing and analytical skills. Demonstrated ability to work effectively in a team environment as either a team lead or team member, and to be able to achieve consensus on policy, project, and administrative matters. Good computer skills and organizational skills to manage project goals and achievements.

INTERVIEW PERFORMANCE (60 points)

WRITTEN TEST (10 points)

REFERENCE CHECKS (30 points)

BASIS OF RATING: Candidates who meet the Minimum Qualifications will be evaluated in accordance with the Evaluation and Selection Factors.

Candidates should address these factors in the offer package, describing specifically and accurately what experience, training, education and/or awards they have received as it pertains to the factors. Failure to address the Evaluation and Selection Factors may result in not receiving credit for all pertinent experience, education, training and/or awards.

The **highest-ranking applicants** may be selected for an interview and writing test. Interviews may be conducted either in person or by telephone/video call at USAID's discretion. Reference checks will be conducted only for the highest-ranking candidates and will be handled separate from the technical evaluation. Please be advised that references may be obtained independently from other sources in addition to the ones provided by an offeror. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the candidate's cover letter, and USAID will not contact those references without contacting the candidate.

Final TEC recommendations for the candidates will be based on the initial evaluation of the applications, interview performance, written test, and reference checks..
USAID/Ethiopia will not pay for any expenses associated with interviews.

IV. SUBMITTING AN OFFER

Eligible Offerors are required to complete and submit

1. the offer form DS-174 (Application for U.S. Federal employment) along with a cover letter The DS-174 Application form can be found in the U.S. embassy website <https://et.usembassy.gov/embassy/jobs/; or https://www.usaid.gov/ethiopia/work-with-us/careers/ds-form-174-ccn-application>.
2. a resume in English
3. a written statement that responds to the requirements of the position (Section III: Evaluation and Selection Factors),
4. contact information for a minimum of three and a maximum of five references, including at least two references with direct knowledge of the offeror's past performance.

Further Guidance:

To ensure consideration of offers for the intended position, offerors must prominently reference the Solicitation Number in the offer submission.

Application must be submitted **ONLY** via ***addisusaidjobs@usaid.gov*** and the email subject must say– solicitation ***72066322R10010, USAID Project Management Specialist (Health System***

Strengthening). Be sure to include your name and the solicitation number at the top of each page.

Please do not submit more than one application; and

The application must be submitted before or on the closing date at local Ethiopia time 5 p.m. (Local Ethiopia, Addis Ababa Time, or EAT). Late and incomplete applications will not be considered.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The Contracting Candidates will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Non-Sensitive Positions (SF-85)
3. Fingerprint Card (FD-258)

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:
Group life insurance, medical coverage, annual leave and sick leave.
2. ALLOWANCES (as applicable):
Meal allowance and miscellaneous benefit allowance.

VII. TAXES

Cooperating Country Nationals are expected to comply with all relevant Ethiopian laws and regulations.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN and TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf

2. **Contract Cover Page** form **AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTIT Y (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.
5. **PSC Ombudsman**
 The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

EQUAL EMPLOYMENT OPPORTUNITY: *The U.S. Mission in Ethiopia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Ethiopia also strives to achieve equal employment opportunity in all personnel operations.*

The EEO complaint procedure is available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.